

DD/ST# 0196-64

~~CONFIDENTIAL~~

ADM-5.4

16 JAN 1964

MEMORANDUM FOR: Chief/Logistics Services Division

ATTENTION: Telephone Branch

1. It is requested that the two instruments bearing the numbers 6221 and 6222 in Room 5G11 be moved from their present location to the positions in the same room that were previously utilized by telephone extensions 6961 and 6962. It is not feasible for the persons served by these instruments to move their desks to the site of the present telephones, as these locations are occupied by secretaries who have other telephones at their disposal.

2. The relocation of these telephones, which are on the desks of stenographers who now have two instruments each, will reduce the number of instruments to the proper quota of one each, and will provide two analysts who now have no telephones with instruments needed to do their work.

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Executive Officer/SI

25X1A9a

27 JAN 1964

C/Adm. Staff/DDS&T

Date

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